



## **INSTRUCTIONS AND CHECK LIST FOR APPLICANTS**

**APPLICATIONS ARE ONLY ACCEPTED BY E-MAIL AT**

**[mcc.applications@maryland.gov](mailto:mcc.applications@maryland.gov)**

**SUBJECT LINE: ORGANIZATION'S NAME**

### **DEADLINE FOR APPLICATIONS IS FEBRUARY 09, 2018**

1. Please type all information.
2. Except for Items 1, 2, and 3, the following documentation must accompany all applications. If you submitted Items 1, 2, and 3 in prior Maryland Charity Campaigns, there is no need to resubmit the information.
3. ALL information listed below is required for consideration of acceptance into the 2018 MCC. No deficient or late applications will be accepted.

CHECK OFF	ITEMS TO BE E-MAILED
	1. A copy of IRS letter designating your organization as 501(c) (3) agency (not required if on file).
	2. A copy of filed Articles of Incorporation or other organizing instrument (not required if on file).
	3. A copy of valid by-laws (not required if on file).
	4. A statement indicating the amount of money received from the 2016 Maryland Charity Campaign and how the campaign donations were spent.
	5. Copy of the organization's current operating budget, signed by CEO or ED
	6. A signed copy of IRS Form 990 or Form COF-85 for the most recently completed fiscal year <u>or</u> a duplicate copy of the IRS Form 990 which is a part of a current registration on file with the Office of the Secretary of State. <u>If your organization completes the IRS Form 990-EZ, please submit the COF-85 in lieu of the IRS Form 990-EZ.</u>
	7. A description of services provided for two (2) preceding calendar years to Maryland residents  <u>OR</u>

	If your organization provides services to persons in other countries, a description of services and proof of financial support received from Maryland residents within the past five (5) years.
	8. If management and fund-raising expenses exceeds twenty-five (25%) percent, please include a statement justifying the expenses and a detailed plan to reduce expenses to twenty-five (25%) percent in the near future.

If the charity's IRS Form 990 reports direct public support and corporate and foundation grants in excess of \$25,000, the organization will have to register with the Charitable Organizations Division of the Office of the Secretary of State or be exempt under the Maryland Charitable Solicitations Act. If the charitable organization received less than \$25,000 in direct public support and corporate and foundation grants, the organization must complete the Exempt Organization Fund-Raising Notice annually. The forms to register as a charitable organization may be obtained by contacting the Charity Division or on the Office of the Secretary of State's home page located at <http://sos.maryland.gov/Charity/Pages/default.aspx>

Please note: Charities are listed in the MCC directory by the name and address in which they are registered with the Office of the Secretary of State. Local chapters affiliated with a national office cannot use their local contact information unless they have a separate 501(c) (3) and have applied separately.

You will receive an automated email response upon receipt of submission once it has been emailed. The automated response is **NOT** to be mistaken as an automatic acceptance or approval into the campaign. If a document is missing or additional information is needed, you will be contacted at the email address from which the application was sent from. Only the documents required need to be emailed to complete the application unless further requested.

**PLEASE E-MAIL THE FOLLOWING:**

Signed, completed application

Signed current operating budget

Signed current 990 or COF 85 in place of a 990EZ

EMAIL to [mcc.applications@maryland.gov](mailto:mcc.applications@maryland.gov)

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